

JANITORIAL SERVICE WORK CALENDAR (SPECIFICATION SHEETS)

CONTRACT/REQUISITION: SERKENN
SITE COORDINATOR: Nicki Martinez

LOCATION: Kennewick Admin. Office
500 N. Morain Ste. 1100 & 1101/1105
Kennewick, WA 99336

TOTAL SQUARE FEET: 7611 + 3589

	WEEKLY PERFORMANCE REQUIREMENTS	SQ. FT.	M	T	W	T H	F	ACTUAL PERFORMANCE
1	RECEPTION AREA							
	VACUUM ALL CARPETED AREAS		X	X	X	X	X	
	DUST MOP/DAMP MOP ALL UNCARPETED AREAS			X	X	X	X	
	VACUUM ALL CLOTH-COVERED FURNITURE						X	
	CLEAN & Sanitize GLASS DOOR(S), WINDOWS(S), Office Entry Doors, COUNTER, TABLE(S), AND VINYL CHAIR(S)		X	X	X	X	X	To include outer building doors
	VACUUM AND/OR WET MOP ALL MATS & RUNNERS		X	X	X	X	X	
	OTHER							
2	RESTROOM CLEANING							
	CLEAN & DISINFECT ALL TOILET BOWLS & URINALS		X	X	X	X	X	
	CLEAN & WASH BASINS AND ATTACHED FIXTURES		X	X	X	X	X	
	CLEAN ALL MIRRORS		X		X		X	
	SWEEP, DAMP MOP AND DISINFECT RESTROOM FLOORS		X		X		X	
	WASH & DISINFECT TOILET PARTITION WALLS		X		X		X	
	WASH & DISINFECT RESTROOM WALLS							
	FILL ALL TOILET PAPER, PAPER TOWEL & SOAP DISPENSERS (PROVIDED BY THE DEPARTMENT)							FILL ALL DISPENSERS BY CHECKING DAILY
	SHOWER							
3	LUNCH ROOM							
	DUST MOP/DAMP MOP ALL UNCARPETED AREAS		X		X		X	
	VACUUM ALL CARPETED AREAS		X	X	X	X	X	
	OTHER							
4	GENERAL OFFICE/HALL AREAS		X		X		X	
	DUST MOP ALL UNCARPETED AREAS							

	WEEKLY PERFORMANCE REQUIREMENTS	SQ. FT.	M	T	W	T H	F	ACTUAL PERFORMANCE
	DAMP MOP ALL UNCARPETED AREAS		X		X		X	
	VACUUM ALL CARPETED AREAS		X	X	X	X	X	
	CLEAN ALL WINDOWS (INTERIOR)							AS NEEDED
	OTHER							
5	CLEAN DRINKING FOUNTAIN(S)		X	X	X	X	X	
6	REPLACE LIGHT BULBS AND TUBES							AS NEEDED
7	EMPTY ALL WASTE RECEPTACLES AND DEPOSIT IN OUTSIDE CONTAINER		X	X	X	X	X	INCLUDING SUPPLY ROOM (fax, shredder, at least 1x wk
8	SECURE/LOCK DOORS BEFORE LEAVING OFFICE BLDG. AND SET MOTION ALARM		X	X	X	X	X	

	PERIODIC PERFORMANCE REQUIREMENTS	SQ. FT.	J	F	M	A	M	J	J	A	S	O	N	D	
9	STRIP, SEAL AND WAX ALL TILED FLOORS														
	RECEPTION, ENTRANCE, LOBBY AREAS		X			X			X			X			As needed
	GENERAL OFFICE AREA														
	LUNCHROOM		X			X			X			X			As needed
	RESTROOM AREAS		X			X			X			X			
	SUPPLY/MAILROOM AREAS														
	HALL AREA - BACK ENTRY WAY														
	OTHER														
10	SPOT WAX AND POLISH TILED FLOORS														
	RECEPTION, ENTRANCE, LOBBY AREAS		X			X			X			X			
	GENERAL OFFICE AREA														
	LUNCHROOM		X			X			X			X			
	RESTROOM AREAS		X			X			X			x			
	SUPPLY/MAILROOM AREAS														
	HALL AREA														
	OTHER														
11	DUST ALL HIGH LEDGES, INCLUDING PICTURE FRAMES								x						
12	VACUUM CLOTH-COVERED FURNITURE INCLUDING STAFF CHAIRS		X			X			X			X			
13	CLEAN ALL VINYL-COVERED FURNITURE				X						X				
14	DUST BOTH HORIZONTAL AND VERTICAL VENETIAN FABRIC BLINDS		X			X			X			X			
15	WASH BOTH HORIZONTAL AND VERTICAL VENETIAN VINYL BLINDS														
16	WASH ALL LIGHT FIXTURES AND CEILING VENTS														
17	WASH EXTERIOR WINDOWS														
18	CLEAN AND DISINFECT INSIDE & OUTSIDE OF ALL WASTE RECEPTABLES, INCLUDES RESTROOM RECEPTACLES. DUST ALL WINDOW SILLS		X		X				X			X			